

**Office of the Attorney General**  
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# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Legal Support Appeals Division**

In this position, Support Staff provides clerical and administrative assistant/paralegal support to the Appeals Division; reporting to the Section Chief and designated attorneys.

### **Responsibilities:**

Provides general administrative, secretarial and clerical services to the Division, including photocopying, facsimile transmission, mail, telephone inquiries and document management

- Coordinate production, filing and service of papers
- Scans papers for case information system
- Prepares correspondence
- Maintains calendars for attorneys to ensure compliance with deadlines
- Dockets pleadings and other court documents
- Opens cases and prepares appearances and folders for new cases
- Closes cases and maintains files
- Obtains case information upon request
- Contacts court clerks or opposing counsel as needed
- Communicates with complainants, respondents and outside agencies
- Obtains victim information upon request
- Enters victim identification in law manager
- Other duties as assigned

### **Requirements:**

- Typing and computer skills to include law manager, word documents, excel, database management, and other applicable software
- Must have good organizational and communication skills
- Flexibility in multi-tasking and work assignments
- Ability to process high volume of data, documents and other information quickly and accurately
- Good customer service relations ability, works well with others and is a team player
- Ability to work with or without supervision; independently and as a team